

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

ENTERPRISE PERFORMANCE EVALUATION ANALYST ADVANCED

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to the one of a kind professional position located at the Department of Administration which performs program or financial evaluations for the Division of Executive Budget & Finance. This classification specification is not intended to identify every duty that may be assigned to this position but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification describes the one of a kind professional position located at the Department of Administration's Division of Executive Budget & Finance that performs program or financial evaluations which require that the employee apply professional business analytical concepts, terminology, and practices, or financial and accounting concepts, terminology, and practices. The position allocated to this classification performs evaluations of high interest to the Secretary of the Department of Administration, the Administrator of the Division of Executive Budget & Finance and the Governor. This position must meet the definition of professional employee, as defined in s. 111.81(15), Wis. Stats, and confidential or management, as defined in s. 111.81(7) or (13), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the definition of professional , as defined in s. 111.81(15), Wis. Stats.
2. Positions that do not meet the definition of confidential or management, as defined in s. 111.81(7) or (19), Wis. Stats.

3. Positions that are not located at the Department of Administration, Division of Executive Budget & Finance.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competitive examination.

II. DEFINITION

ENTERPRISE PERFORMANCE EVALUATION ANALYST ADVANCED

This is professional work related to the conduct of very complex evaluations of Wisconsin governmental programs or financial issues. This position conducts short- and long-term research on statewide financial issues of high interest to the Secretary of the Department of Administration, Administrator of the Division of Executive Budget & Finance and the Governor; analyzes and evaluates statewide programs, systems, and policies enacted through the biennial budget or specific legislation; and produces and interprets financial statements and program data. This position has extensive authority to meet with management officials of state agencies to discuss policy and other matters of high sensitivity and complexity, independent of the employee's supervisor. This position may coordinate recommendations on programmatic performance evaluation standards, and may lead work groups on issue development, provide solutions, and direct discussions on complex issues. This position continually makes sensitive decisions and recommendations and exercises a high level of interpretation, creativity and influence in performance of duties. This position has a major impact on policy decisions and the actions of the Secretary of the Department of Administration. Work is performed under the general supervision of the Administrator of the Division of Executive Budget & Finance.

III. QUALIFICATIONS

The qualifications required for this positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience(s) which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was modified on June 13, 2004 as a result of the elimination of the Performance Evaluation Office in the 2003-2005 Biennial Budget and the creation of this one-of-a kind position needed to perform duties of this nature in the Department of Administration. The former classification series was created effective March 12, 2000, and announced in Bulletin CLR/SC-109, in order to describe professional positions located at the Department of Administration that conduct very complex program and financial evaluations. The Enterprise Performance Evaluation Analyst and Advanced classification series replaced the Enterprise Performance Evaluation 1, 2, and 3 classification series which was created effective April 12, 1998, and abolished effective March 12, 2000 (see bulletins CC/SC-83 and CLR/SC-109, respectively).

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